

## **APPENDIX G**

### **CHECKLIST OF KEY SPECIAL REQUIREMENTS**

#### **FOR FY2007 CDBG HOUSING & NEIGHBORHOOD RENEWAL PROJECTS**

You will find all of the special requirements identified and explained in the Application Guidelines in Chapter V, which needs to be studied very carefully study. Note that not all special requirements apply to all projects being proposed. **The right-hand column** of the chart below informs applicants where the special requirements are addressed in the *Fall, 2006 CDBG Housing And Neighborhood Renewal Facilities Application Guidelines* and in the *Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs (2006 Edition)*.

In Chapter V of these application guidelines, you will find: (a) details concerning each of the five ranking criteria that you need to address, (b) a listing of each of the specific application ranking issues that you need to address, and (c) references to various appendices that you will need to use to respond to the application issues that are relevant to your application. Call CDBG for further clarifications you need.

**Thoroughly respond to each of the applicable ranking issues listed and to each requirement listed under each of the five ranking criteria and you will have an application that meets all CDBG Special Requirements.** The following is a checklist of key Special Requirements for CDBG applicants for housing and neighborhood renewal projects. The checklist in this Appendix G does **not** list all of the requirements that project must address. See Chapter V for complete details.

**INSTRUCTIONS FOR COMPLETING APPENDIX G:** The left-hand column on the form below **must be filled out, as applicable, by grant applicants.** Applicants must cite the *page reference in their application* where the Special Requirements are addressed – or list NA if not a requirement is not applicable.

<b><u>Cite page reference in your application</u></b> -- or indicate that the requirement is <u>Not Applicable (NA)</u>	<b><u>SPECIAL REQUIREMENTS FOR HOUSING &amp; NEIGHBORHOOD RENEWAL PROJECTS</u></b>	Page references in the <u><i>Fall, 2006 CDBG Application Guidelines</i></u> and in the <u><i>2006 Uniform Housing Application</i></u>
	<b><i>1. Special Requirements for All Housing &amp; Neighborhood Renewal Projects</i></b>	21-24
	Summary of Local Housing Project Policies and Procedures that the project will be using to guide and manage project activities	21-22
	Assure Affordability of Rents & Loan Repayments	22-23, 54-55
	HUD's Lead-Based Paint Requirements for Housing Projects	20, 23-24, 62; <i>Appendix I</i> ; and <i>Uniform Application (page 43)</i>

<b><u>Cite page reference in your application</u></b> -- or indicate that the Requirement is Not Applicable (N/A).	<b><u>SPECIAL REQUIREMENTS FOR HOUSING &amp; NEIGHBORHOOD RENEWAL PROJECTS</u></b>	Page references in the <i>Fall, 2006 CDBG Application Guidelines</i> and in the <i>2006 Uniform Housing Application</i>
	<b>2. Special Requirements for Projects Involving <u>New Housing Construction or Rehabilitation of An Existing Building</u></b>	24-28
	New Housing Construction	20, 24, 43 and <i>Appendix S</i>
	Rehabilitation of Existing Buildings	19, 20, 22 (7-9), 25, 42, 43, 49 (#6), 50; and <i>Appendix S</i>
	Preliminary Architectural Report (PAR); and Detailed Cost Estimates	25, 43, 49 (A.2), 60, 61(B); and <i>Appendix S</i>
	Cash Flow Analysis (for <i>Multi-Family Housing</i> ), with Budget Narrative and Justification of Line Items and Budget Assumptions	25-26, 28, 45; <i>Appendix N</i> ; and <i>Uniform Housing Application</i> (Sections A, B, C, and D and Sections C-III through C-VI)
	<b>3. Requirements Concerning Code and Standards Enforcement</b>	27-28
	<b>4. Requirements Concerning Projects Involving Non-Profit or For-Profit Organizations</b>	28-29, 43, 46, 51, 59, 63; and <i>Appendix N</i>
	<b><u>RANKING CRITERION 1: COMMUNITY PLANNING AND CITIZEN PARTICIPATION</u></b>	32-40
	Community Development Planning	32-35, 39
	Citizen Participation, Community Support and Public Hearings	35-38, 39-40; and <i>Appendix H</i>
	National and State CDBG Objectives	2, 40; <i>Appendix B</i> and <i>Appendix C</i>
	<b><u>RANKING CRITERION 2: NEED</u></b>	41-46
	<i>Housing Rehabilitation Activities:</i>	42-43
	1. Housing Data Summary Form	42; and <i>Appendices L and P</i>
	2. Data on the Structural Condition of Housing and Other Buildings in the Proposed Project Area	42; and <i>Appendices L and P</i>
	Housing Projects <i>with</i> Non-profit or For-profit Organizations as involved partners	11, 28-29, 43, 46, 51, 59, 63; <i>Appendix N</i> ; and <i>Uniform Housing Application</i> (Sections A, B, C and D)
	1. Past and Current Method of Operation	46; and <i>Appendix N</i>
	2. Future Operation Plan	46; and <i>Appendix N</i>

<b><u>Cite page reference in your application</u></b> -- or indicate that the Requirement is Not Applicable (N/A).	<b><u>SPECIAL REQUIREMENTS FOR HOUSING &amp; NEIGHBORHOOD RENEWAL PROJECTS</u></b>	Page references in the <i>Fall, 2006 CDBG Application Guidelines</i> and in the <i>2006 Uniform Housing Application</i>
	Housing Projects <i>without</i> Non-profit or For-profit Organizations as involved partners	43(C); and <i>Uniform Housing Application</i> (Sections A, B, C and D)
	Construction of a New Building or Rehabilitation of an Existing Building Other Than a Single Home	43; and <i>Appendix S</i>
	Need for the CDBG Project	41, 44-45
	Need for CDBG Financial Assistance to carry out the project	41-42, 45
	<b><u>RANKING CRITERION 3: PROJECT STRATEGY AND COMMUNITY EFFORTS</u></b>	47-52
	Summary of Local Housing Project Policies and Procedures that the project will be using	21-22, 47 (#1), 50 (#12)
	Limitation on CDBG Funds Per LMI Household or Individual	48, 49 (#7)
	Project Strategy – Applicable to All Proposed Housing Projects	47, 49-50
	Energy Conservation Projects	16-17, 18-19, 50, 60
	Housing Rehabilitation Projects	19, 21-22 25, 42, 47, 49, 50
	Housing Projects to be Managed or Owned by Non-profit Organizations or Housing Authorities, or by For-profit Entities	11, 28-29, 43, 46, 59, 63; and <i>Appendix N</i>
	Community Efforts	47, 51-52
	<b><u>RANKING CRITERION 4: BENEFIT TO LOW &amp; MODERATE INCOME PERSONS</u></b>	53-56
	Narrative response: Description of how the proposed project will principally benefit LMI persons and will comply with CDBG LMI requirements	54, 62(C), <i>Appendix J</i> ) and <i>Documenting Benefit to Low and Moderate Income Persons</i> (2004 Edition)
	Income Survey (if used to document LMI benefit percentage claimed for the project) and Survey documentation	53, 54 [C], 56 [B]
	Benefit to LMI Form (Appendix J-6) -- in addition to the required Narrative Response	54; and <i>Appendix J</i> (pages J-1 through J-6)
	Affordability of Rents and Affordability of Loan Repayments	22-23; 54, 55
	<b><u>RANKING CRITERION 5: IMPLEMENTATION AND MANAGEMENT</u></b>	57--64
	Management Capacity	57-58, 61, 63-64
	Project Management Plan and Project Implementation Schedule	57, 58, 61, 63-64; and <i>Appendix M</i>

<b><u>Cite page reference in your application</u></b> - - or indicate that the Requirement is Not Applicable (N/A).	<b><u>SPECIAL REQUIREMENTS FOR HOUSING &amp; NEIGHBORHOOD RENEWAL PROJECTS</u></b>	Page references in the <i>Fall, 2006 CDBG Application Guidelines</i> and in the <i>2006 Uniform Housing Application</i>
	<b><u>RANKING CRITERION 5: IMPLEMENTATION AND MANAGEMENT (... continued ...)</u></b>	
	<i>Proposed Project Budget</i> -- with <u>both</u> a <i>Budget Narrative</i> (Description and Explanation) <u>and</u> a <i>Justification</i> for all Budget Line Items	58, 41-42, 45(B), 61, 63 (E.1.b, E.2.b); <i>Appendix D</i> (pages D-4, D-5, D-6); <i>Uniform App</i> (C-I through C-VI); and <i>Appendix N</i>
	<i>Firm Commitment of Funds:</i> Demonstrate <u>either</u> that firm commitments already exist for any other (non-CDBG) resources to be involved in the project -- <u>or</u> that the non-CDBG resources will be available by July, 2007.	49 (#9), 51 (E.1), 52 (#4, #5), 58, 59, 61 (B), 68; and <i>Appendix O</i>
	<i>Environmental Checklist</i> ( <u>updated and expanded 2006 version</u> ):  For <u>each</u> of the checklist items, complete the " <i>Comments/Sources</i> " portion with a narrative that describes relevant information and identifies the information source used and consulted with in responding to that environmental issue.	59, 62, 66 (B.3); and <i>Uniform Housing Application</i> (Section D, Environmental)
	Applications submitted on Behalf of Non-profit Organizations or For-profit Organizations	28-29, 59, 61, 63; and <i>Appendix N</i>
	Benefits or Impacts to Low and Moderate Income Persons	32, 39 (A.1, A.6), 40 (3.b), 45(A.3, B.4) 48, 49 (A.7), 50(C.1.b), 53-56, 61-62
	Procurement of Consultant Services (to manage project administration and/or activities on behalf of the applicant)	63
	Program Income -- from past CDBG projects -- from the proposed project	23, 60, 64; and <i>CDBG Program Income and Revolving Loan Fund handbook</i>
	<i>Long-term Management:</i>	58 (D), 63
	1. For all housing projects involving long-term management of housing facilities	63; and <i>Appendix N</i>
	2. For housing projects involving non-profit or for-profit organizations	11, 17, 28-29, 46, 51(D), 61(B), 63(E.2); and <i>Appendix N</i>
	Status of Past CDBG-funded Projects and Status of Current CDBG-Funded Projects	64